

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3206

TITLE: HUMAN SERVICES ASSISTANT

GRADE: S-15

DEFINITION:

Under general supervision, to perform paraprofessional human services work in support of program objectives or in support of professional human services staff.

TYPICAL TASKS: (illustrative only)

- o Assists professional staff with specific routine care management services such as program publicity, routine/limited service eligibility determination, intake/history client interviews, language translations, and administration and scoring of diagnostic tests
- o Maintains/updates information on available human services and obtains information on new services
- o Maintains resource library and assists clients with use of library
- o Collects and presents information regarding client dissatisfaction or misuse of services
- o Collects, formats and presents program statistics for reports and program assessments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- o Some knowledge of the basic principles of human behavior
- o Effective interpersonal and organizational skills.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from high school AND

Three years of work experience, including two years in some area of human services (related two-year [associate] degree may be substituted for the required human service experience).

REVISED: February 11, 1991
ESTABLISHED: April 26, 1982